

Student Handbook

1940 - 1941

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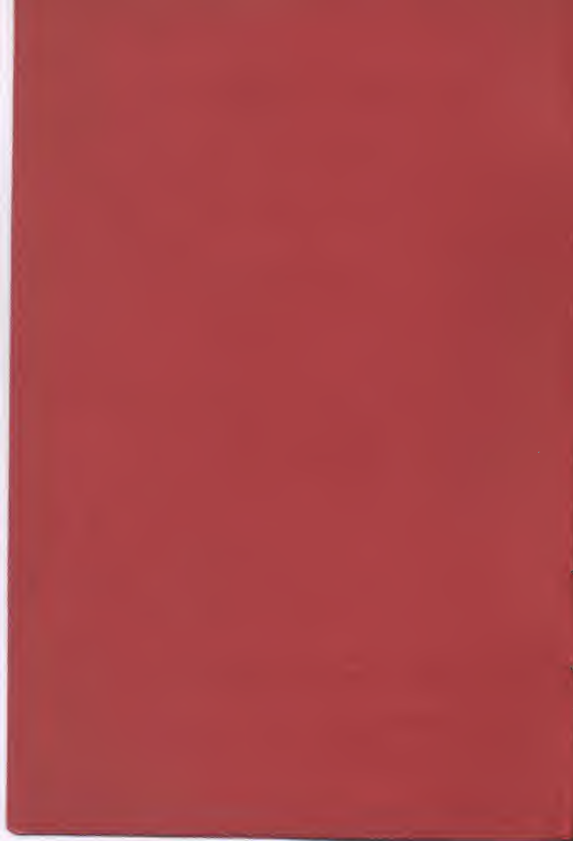
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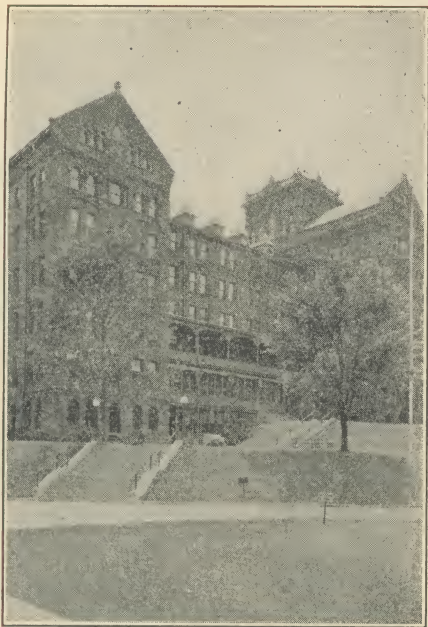


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NORTH HALL

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STUDENT HANDBOOK

1940-1941



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STATE TEACHERS COLLEGE
MANSFIELD, PENNSYLVANIA

Published by the
**Mansfield Cooperative
Government Association**

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1940-41

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To Members of the Freshman Class:

We are happy to welcome you to Mansfield and to share with you all the activities and opportunities our College has to offer. During the years you spend here we hope you gain a variety of wholesome experiences that will contribute something to your physical vigor, emotional stability, social development, and, of course, to your professional preparation and skill.

In acquiring these indispensable qualities, you will be busy. You will find no dull or idle moment at Mansfield. You will also have ample enjoyment here. Happiness is a dominant note in our college life, and it is our sincere wish that you find an abundant share while you are in attendance. Naturally, you will likewise gain many profitable experiences which will fit you for the career you plan to follow after you leave.

I would add only one other thought, namely, that Mansfield is largely what you will make it. The whole environment here is the result of the cooperative efforts of all—students, faculty, alumni, and others who share it. My hope, then, for you is that you shall have four busy, happy, and profitable years at Mansfield.

I congratulate you on the splendid opportunities you have to enjoy four happy and profitable years while you are preparing yourself to undertake the responsibilities of your high calling.

LESTER K. ADE,
President.

CALENDAR—1940—1941

September 1940

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July 1941

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May 1941

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August 1941

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31						

COLLEGE CALENDAR—1940-1941

First Semester

- Tuesday, Sept. 10
Final Date for Entrance Examinations
- Wednesday, Sept. 11
Registration and Classification of Freshmen
- Thursday, Sept. 12
Registration and Classification of Sophomores, Juniors, and Seniors
- Friday, Sept. 13
Classes Begin
- Saturday, Sept. 28
Football: Mansfield at Dickinson Junior College
- Friday, Oct. 4
The Ionian Singers
- Saturday, Oct. 5
Football: Edinboro S. T. C. at Mansfield
- Saturday, Oct. 12
Football: Mansfield at Bloomsburg S. T. C.
Parents' Day
- Saturday, Oct. 19
Football: Millersville S. T. C. at Mansfield
- Saturday, Oct. 26
Football: Mansfield at Indiana S. T. C.
- Friday, Nov. 1
Miriam Winslow and Foster Fitz-Simons, Dancers
- Saturday, Nov. 2
Homecoming Day
Football: E. Stroudsburg S. T. C. at Mansfield

Saturday, Nov. 9

Football: Cortland Normal School
at Mansfield

Saturday, Nov. 16

Football: Mansfield at Lock Haven
S. T. C.

Wednesday, Nov. 27, 12 m.

Thanksgiving Recess Begins

Monday, Dec. 2, 12 m.

Thanksgiving Recess Ends

Thursday, Dec. 19, 6 p. m.

Christmas Dinner

Saturday, Dec. 21, 12 m.

Christmas Recess Begins

Thursday, Jan. 2, 12 m.

Christmas Recess Ends

Saturday, Jan. 18, 12 m.

First Semester Ends

Second Semester

Saturday, Mar. 29

Education Day

Saturday, Apr. 5, 12 m.

Easter Recess Begins

Saturday, Apr. 15, 12 m.

Easter Recess Ends

Friday, Apr. 25

The Trio of New York

Saturday, May 3

May Day and High School Day

Friday, May 23

Classes End

Saturday, May 24

Alumni Day

Sunday, May 25

Baccalaureate Day

Monday, May 26

Commencement Day

SOCIAL CALENDAR—SEPTEMBER, 1940

Tuesday	10 7:30	Get-acquainted Party for Freshmen in Gymnasium
Wednesday	11 7:30	Games in YWCA Rooms
	7:30	Dance in Gymnasium
Thursday	12 8:00	Stunt Party in Gymnasium
Friday	13 6:45	Dance in Gymnasium
	8:00	Movie in Straughn Hall
Saturday	14 1:45	Freshman Picnic
	8:00	Faculty Reception for Students in New Gymnasium
<hr/>		
Sunday	15 3:30	Musicale in YWCA in YWCA Rooms
	7:30	The College Community Vesper Service in Straughn Hall
Monday	16 6:45	All-College Sing in Foyer of North Hall
	7:30	Council Meetings
Tuesday	17 6:45	House Meetings
	10:00	Women's Hall Parties
Wednesday	18 6:45	Dance in Gymnasium
Thursday	19 6:45	Y Meetings

Friday	20	6:45	Dance in Gymnasium
		8:00	Movie in Straughn Hall
Saturday	21	7:30	M Club and Women's Athletic Association Fun Night
<hr/>			
Sunday	22	1:45	Musicale in YWCA Rooms
Monday	23	6:45	Dance in Gymnasium
		7:30	Joint Council Meeting
Tuesday	24	6:45	House Meetings
Wednesday	25	6:45	Dance in Gymnasium
Thursday	26	6:45	Y Meetings
Friday	27	6:45	Dance in Gymnasium
		8:00	Movie in Straughn Hall
Saturday	28	2:00	Football Game: Mansfield at Williamsport Dickinson Junior College
		7:30	Square Dance in Gymnasium
<hr/>			
Monday	30	6:45	Dance in Gymnasium
		7:30	Council Meetings

DIRECTORY OF BUILDINGS AND CLASSROOMS

Buildings and classrooms are designated by the systems of symbols which follow:

Buildings

- AH—Alumni Hall
- HM—Homemaking-Music Building
- IB—Infirmary Building
- JH—Junior High School
- NE—New Elementary School Building
- NG—New Gymnasium
- NH—North Hall
- OE—Old Elementary School Building
- OG—Old Gymnasium
- SA—Straughn Hall
- SB—Science Building
- SH—South Hall
- TB—Temporary Buildings
- YM—Y.M.C.A. Hut

Classrooms

- 1- 99—Below ground level
- 100-199—Ground level
- 200-299—Above ground level

GROUNDS AND BUILDINGS

Mansfield State Teachers College is situated in the heart of Pennsylvania's Northern Tier, a region of fertile valleys and rolling foothills once known to an earlier people as "The Garden of the Six Nations." The campus, a plot of fifty acres, is attractively landscaped and shaded with a wide variety of trees and shrubs. Nearby is Smythe Park, a tree-lined inclosure of thirty acres, where the athletic contests of the College are held.

About the campus are twenty or more buildings of brick and stone construction, all of which are commodious, modern, and fully equipped for the physical, scholastic, cultural, and professional welfare of their occupants.

South Hall, which stands on the site of the original Mansfield Classical Seminary, is the oldest and historically most interesting building on the campus. It houses the library, the men's dormitory, and the office of the dean of men, together with assembly, recreation, and music practice rooms.

North Hall is a combined women's dormitory and administrative building. It contains living accommodations for women students; the offices of the president, the deans, and the business staff; the College dining hall; the kitchens and bakery; reception and conference rooms; the campus book and supply store; and various assembly, recreation, and music practice rooms.

Alumni Hall, with its traditional Clock Tower, is an instruction and recitation building. One of the older structures on the campus, the building is distinguished not only for its academic usefulness, but also for its historical interest and significance.

Straughn Hall, the College auditorium, is a fine modern building with a seating capacity of 1300. A three-manual Austin organ is installed in this building, which also is equipped with motion picture apparatus and with stage and lighting facilities adequate for dramatic productions.

The Library, which occupies the ground floor of South Hall, consists of a large open-shelf circulation and reading room, a reference and reserve room, and adjoining storage and work rooms. The total number of volumes in the College library is 25,000.

The New Homemaking-Music Education Building is a completely modern structure containing the latest equipment in the specialized fields of homemaking and music education. Included here also are classrooms, laboratories, rehearsal rooms, conference rooms, administrative quarters, and various special facilities. Under the same roof, the home management living unit provides a model "home situation."

The New Gymnasium furnishes excellent facilities in the field of physical education. Here provisions have been made for a large double playing floor, with ample room for men's and women's

sports to be carried on simultaneously. Locker and shower rooms, offices for the directors of the department, and other facilities which contribute to a full physical education and athletic program are also provided.

The New Campus Elementary School provides a laboratory situation for prospective teachers of rural and elementary schools, grades one to six inclusive. In this modern building are to be found a full complement of well-equipped classrooms with observation booths; a beautiful library room; special music, cultural arts, and industrial arts quarters; a large gymnasium-auditorium; departmental offices; and clinical facilities.

The Campus Junior High School has a similar plant for prospective teachers of grades seven, eight, and nine. Here, too, are classrooms, laboratories, a library, a mechanical shop, a printing shop, a gymnasium, and departmental offices. The Mansfield Senior High School cooperates with the College in furnishing further opportunities for student observation and teaching.

The Science Building affords space for chemical, physical, and biological laboratories; a commodious lecture room; a dark room; and stock and supply rooms. Several of the science instructors maintain offices in this structure.

The Infirmary, a student health center conveniently set apart from the dormitories, contains the office of the resident

physician, the apartment of the resident nurse, and rooms for the treatment of injury and illness. In connection with the infirmary there are isolation quarters. A State Hospital is located in Blossburg, ten miles from Mansfield, where by special arrangement with the College, serious medical or surgical cases receive immediate attention at low cost.

The Y. M. C. A. Hut is a bungalow devoted exclusively to the recreational and non-sectarian religious activities of men students. Contained therein are a large assembly and game room, pool tables, a piano, a radio, a smoking room, and a small room for special meetings.

The Y.W.C.A. Rooms are furnished and utilized in accordance with the ideals of this organization. A large assembly room with a piano, a radio, and other recreational facilities, together with a well-equipped kitchen, make possible many hours of pleasant relaxation.

The President's Home is an imposing residence which harmonizes admirably with the buildings of the College proper and contributes much to the beauty and dignity of the campus as a whole

MANSFIELD CHURCHES

First Baptist Church North Main Street
The Rev. D. J. Griffiths, Pastor

Church of the Holy Child (Roman
Catholic) South Main Street
The Rev. Hugh Kelly, Pastor

St. James Episcopal Church
Wellsboro Street and St. James Street
The Ven. J. Perry Cox, Vicar

Methodist Episcopal Church
Wellsboro Street and Academy Street
Dr. Harry E. Woolever, Minister

First Presbyterian Church
Wellsboro Street
The Rev. A. W. Lenz, Pastor

Seventh Day Adventist Church
Main Street and Elmira Street
The Rev. Bruce P. Gernet

CONSTITUTION
of the
WOMEN STUDENTS' COOPERATIVE
GOVERNMENT ASSOCIATION
of
MANSFIELD STATE TEACHERS
COLLEGE

ARTICLE I

Name

This organization shall be called "The Women Students' Cooperative Government Association of Mansfield State Teachers College."

ARTICLE II

Purpose

The purpose of the Association is to help direct student activities and to maintain good order in the College community, especially by fostering the civic virtues of self-control, courtesy, co-operation, responsibility, and obedience to lawful authority.

ARTICLE III

Membership

All women students are members of the Association.

ARTICLE IV

Departments

Section 1. The Association shall carry on its work through the following departments:

- a. The Department of Industry.
- b. The Department of Public Service.
- c. The Social Department.

Section 2. The members of the Student Council sitting together shall constitute the legislative body of the Association.

ARTICLE V

General Officers

Section 1. Each year there shall be elected by the Association the following officers:

- a. A President.
- b. A Vice President.
- c. A Recorder.
- d. A Treasurer.
- e. A Secretary of the Department of Industry.
- f. A Secretary of the Department of Public Service.
- g. A Secretary of the Social Department.
- h. A Chairman of Big Sisters.
 - i. A number of Delegates-at-large to represent the downtown students.

Section 2. The Dean of Women shall be a member ex-officio of all departments.

ARTICLE VI

Duties of General Officers

Section 1. The President shall (a) preside over all meetings of the Women Students' Cooperative Government Association; (b) preside over meetings of the Governing Council; (c) act as a member of the Advisory Council of the College.

Section 2. The Vice President shall act in the absence of the President, shall as-

sist the President at all times, and shall act as Chairman of Dining Hall Hostesses.

Section 3. The Recorder shall keep the minutes of the meetings of the Association and of the Governing Council, shall carry on the correspondence of the Association, and shall keep its records.

Section 4. The Treasurer shall receive all funds of the Association and shall pay all bills as directed by the Council.

Section 5. The Secretary of Industry shall be the executive head of all student affairs involving punctuality, attendance, study, and scholarship.

Section 6. The Secretary of Public Service shall be the executive of all student activities which pertain to the convenience of community living, including orderliness in and about the buildings, safety, lights, and care of mail.

Section 7. The Secretary of the Social Department shall be the executive head of extra-curricular activities, cooperating with the religious, literary, musical, and athletic organizations of the College. She shall also be concerned with the maintenance and improvement of order, self-control, and courtesy.

Section 8. The Delegates at-large shall represent the downtown students and shall assist with the work of the three departments.

Section 9. The Chairman of Big Sisters shall hold meetings with the group during the College year to further an intelligent interest in freshmen.

ARTICLE VII

Floor Officers

Section 1. At intervals during each semester, a committee shall be appointed by the council members from each floor to serve in each of the two departments, the Department of Public Service and the Department of Industry.

Section 2. Committees to serve in the Social Department shall be elected for the academic year.

Section 3. For voting purposes, the students of the Home Management Apartment shall be considered residents of the second floor of North Hall.

Section 4. Students living in the Home Management Apartment shall have a representative for the three departments.

ARTICLE VIII

Duties of Floor Officers

Section 1. The committees shall cooperate with the heads of their several departments in carrying out the work and maintaining the ideals of the departments.

Section 2. It shall be the right and duty of a committee member to see that the regulations of her department are observed by all students, whether they are members of her floor or not.

Section 3. The members of each department shall meet at least once a month.

ARTICLE IX

Governing Council

Section 1. The Governing Council shall consist of the President, the Vice President, the Recorder, the Treasurer, the Secretary of Industry, The Secretary of Public Service, the Secretary of the Social Department, the Chairman of Big Sisters, the Delegates-at-large, and the Dean of Women.

Section 2. The Governing Council shall have full power to see that the rules and regulations of the Association are kept.

Section 3. Complaints against any student thought to be guilty of violating any law of the College may be made to the secretary of the department affected.

Section 4. The department in which any offense is said to have occurred shall, when necessary, state the case to the Governing Council may extend accused student shall have the right to speak in her own behalf. The action of the Governing Council may extend recommendation to the Dean of Women and the President of the College that the student be suspended or expelled.

Section 5. Written records of all offenses reported to the Governing Council shall be kept in the files of the Association.

Section 6. The Governing Council may appoint any additional officers who may be needed for the enforcement of law and the preservation of order.

ARTICLE X

Advisory Council

Section 1. The Advisory Council shall consist of the President of the Women Students' Cooperative Government Association, the President of the Men Students' Cooperative Government Association, the Dean of Women, the Dean of Men, the President of the College, or, in his absence, the Dean of Instruction.

Section 2. The Advisory Council shall have the power to bring to the attention of the Governing Council any matter pertaining to student welfare which needs consideration and to act in an advisory capacity to the Governing Council.

ARTICLE XI

Rights and Duties of Members

Section 1. It shall be the right of every member of the Association to make suggestions to any officer for the improvement of the laws of the Association and for anything concerning the general welfare of the College.

Section 2. It shall be the duty of every member (a) to uphold the reputation of Mansfield State Teachers College through the exercise of cooperation, self-control, and courtesy; (b) to respect the authority of all officers; and (c) to attend the meetings of the Association. Failure to do so shall be considered an offense.

ARTICLE XII

Qualifications for Office

Section 1. All candidates for membership in the Governing Council shall be: (a) students in good standing with honorable records for class attendance, conduct, and scholarship; (b) students who have evinced qualities of leadership and who stand for the best things in American citizenship and in College life; (c) in the case of the President, an upper-classman.

Section 2. A candidate may be legally nominated for membership in the Governing Council after (a) her name, accompanied by the signatures of ten students, has been presented to the Council, and (b) the Dean of Instruction, the Dean of Women, the Dean of Men, and the President of the College have satisfactorily passed on her record.

Section 3. There shall be twice as many upperclassmen as freshmen representatives on the committee for each department.

ARTICLE XIII

Amendments

Amendments to this Constitution may be made at any time by the Association.

CONSTITUTION
of
**THE MEN STUDENTS' COOPERATIVE
GOVERNMENT ASSOCIATION**
of
**MANSFIELD STATE TEACHERS
COLLEGE**

ARTICLE I

Name

The name of this organization shall be "The Men Students' Cooperative Government Association of Mansfield State Teachers College."

ARTICLE II

Membership

All regularly-enrolled men students of the College are members of this organization.

ARTICLE III

Organization

Section 1. All legislative power shall be vested in the assembly of the organization, a majority of which shall constitute a quorum.

Section 2. The executive power shall be vested in the Student Council.

Section 3. The Student Council shall delegate sufficient executive power to the Standing Committees for their successful functioning.

ARTICLE IV

Officers

Section 1. The officers of the Association shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2 The President and the Vice President shall be chosen from the third-year or fourth-year members of the Association, preferably from the fourth-year members.

Section 3. The Secretary and the Treasurer shall be chosen from the second-, third-, or fourth-year members of the Association.

Section 4. Nominations of officers shall take place during the week preceding their election. Nominations shall be by petitions circulated among the members of the Association. Fifteen signatures are the minimum for the consideration of a nominee. These nominations must be approved by the Student Council, the Dean of Instruction, the Dean of Men, the Dean of Women, and the President of the College.

Section 5. Election of all members of the Council shall be by secret ballot. Two tellers appointed by the Association shall count the votes in the presence of the Dean of Men.

Section 6. If necessary to elect a member of the Student Council at a time other than the regular election time, the announcement of such election shall be made at least one week prior to the election. Nominations and elections shall be carried on according to the provisions of Section 4 of this Article.

AMENDMENT TO ARTICLE IV

A downtown representative who moves into the dormitory is automatically dispossessed of membership on the Council.

ARTICLE V

Impeachment

It shall require the vote of the remaining eight members of the Student Council to impeach any member of the Council.

ARTICLE VI

Student Council

Section 1. The Student Council shall be composed of the officers of the Association and four other men elected from the second-, third-, or fourth-year students. The four members who are not officers shall become the chairmen of the following standing committees: House Committee, Intramural Athletic Committee, Social Committee, Downtown Representative Committee.

Section 2. The appointment of the four members to the chairmanship of the Standing Committees is made by the President of the Association.

AMENDMENT TO ARTICLE VI

Section 1. One of the Downtown Representatives shall be a resident of Mansfield and shall be especially concerned with the interests of the full-time residents, who are also members of the Association.

Section 2. The other member shall be chosen from the group of part-time residents: i. e., students not living at the College.

ARTICLE VII

Duties of Officers

Section 1. The duties of the President are as follows:

- a. To preside over all meetings of the Association.
- b. To preside over all meetings of the Student Council.
- c. To act as a member of the Advisory Council.
- d. To act as a member ex-officio of all committees.

Section 2. The duties of the Vice President are as follows:

- a. To act in the absence or incapacity of the President.
- b. To act as advisory chairman of the hosts in the Dining Hall.

Section 3. The duties of the Secretary are as follows:

- a. To take minutes of all meetings.
- b. To take care of all correspondence of the Association.
- c. To send council notices and summons to members.
- d. To act as Student Council reporter for the Flashlight.

Section 4. The duties of the Treasurer are as follows:

- a. To act as chairman of the Ways and Means Committee.
- b. To handle the funds of the Association.
- c. To record and report all business of the Association.

ARTICLE VIII

Functioning of Committees

Section 1. The House Committee is concerned with the maintenance of sanitary conditions in the buildings, particularly in the dormitory; with the enforcement of the lighting regulations; and with the operation of a "Lost and Found Bureau" through the medium of the Bulletin Board.

Section 2. The Intramural Athletic Committee is concerned with the organization and control of class and floor athletic contests. It cooperates with the officers of the "M" Club in promoting College spirit and support of athletics, and formulates the regulations concerning the awarding of numerals for intramural sports.

Section 3. The Social Committee, in collaboration with the Social Committee of the Women Students' Cooperative Government Association, is concerned with planning the social and cultural activities of the year.

Section 4. The Ways and Means Committee is concerned with the raising of funds for effective administration of the activities and policies of the Association.

Section 5. The Downtown Delegates represent the members of the Association not living at the College.

ARTICLE IX

By-Laws

Section 1. By-laws shall be those regulations which directly explain, enlarge, or interpret the Articles of the Constitution.

Section 2. By-laws of the Association may be adopted as follows:

- a. By order of the President of the College.
- b. By a majority vote of the Association at a meeting at which at least a quorum is present.

ARTICLE X

Amendments

Section 1. Amendments to this Constitution may be effected as follows:

The amendment first shall be approved by the Student Council, the Dean of Instruction, the Dean of Men, the Dean of Women, and the President of the College. It then shall be submitted to the Association at a meeting at which at least a quorum is present. A favorable three-fourths vote of the group shall be sufficient to incorporate the amendment in the Constitution.

ARTICLE XI

Standing Regulations

Section 1. Standing regulations shall include dormitory rules, social regulations, and all other regulations of specific or temporary import.

Section 2. Standing regulations can be adopted in the following three ways:

- a. By order of the President of the College.
- b. By a majority of the Association.
- c. By a unanimous vote of the Student Council.

Section 3. Standing regulations can be nullified by the means outlined in Section 2 of this Article, with the exception that any regulation adopted by order of the President of the College can be nullified only by order from him.

Section 4. A three-fourths vote of the entire Association shall overrule the unanimous vote of the Student Council.

ARTICLE XII

Interpretation

The final interpretation of the Articles of this Constitution shall be by the President of the College or his designated authority.

ARTICLE XIII

Dean of Men

The Dean of Men shall be a member ex-officio of all committees.

CONSTITUTION
of
THE SENIOR CLASS
of
MANSFIELD STATE TEACHERS
COLLEGE

ARTICLE I

Name

The name of this organization shall be "The Senior Class of the State Teachers College at Mansfield, Pennsylvania."

ARTICLE II

Membership

All students registered at the State Teachers College at Mansfield who have earned more than 90 semester hours of credit, but fewer than 128 semester hours shall be members of this organization.

ARTICLE III

Officers

Section 1. The officers of this organization shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2 The candidates for each office shall be nominated by a Nominating Committee appointed by the President of the Class. The Nominating Committee shall consist of the four class officers and a representative from each of the four major departments. This committee shall submit two candidates for each office. The report of the Committee shall be made at a meeting of the class one week prior to the election.

Following the report of the Committee, nomination for each office may be made from the floor by any member present. The names of the candidates shall be submitted for approval to the Faculty Adviser, the Dean of Instruction, the Point-system Chairman, the Dean of Women, the Dean of Men, and the President of the College.

Section 3. Voting shall be by secret ballot. A majority of all votes cast shall be necessary to constitute an election. In case there are more than two candidates for one office and no one receives a majority of the votes cast, a second election shall be held with the two highest as candidates.

Section 4. Vacancies in office shall be filled by means of a special election within one month after the vacancy occurs.

ARTICLE IV

Meetings

Regular and special meetings shall be called by the President of the Class with the approval of the Faculty Adviser. Notices for meetings shall be posted on official bulletin boards at least two days prior to the meetings.

ARTICLE V

Quorum

The number of members present at a regularly-called meeting shall constitute a quorum.

ARTICLE VI

Amendments

Section 1. This constitution may be amended at any regular meeting by a two-thirds vote, the proposed amendment having been submitted in writing and read to the class at a regular meeting at least one week before being voted on.

Section 2. By-laws may be adopted, amended, or repealed at any regular meeting by a majority vote.

Section 3. All amendments, by-laws, or changes in this constitution shall be approved by the class officers and the Faculty Adviser, and shall conform to the College regulations.

BY-LAWS

ARTICLE I

Duties of Officers

Section 1. The President shall call meetings of the class, shall preside at all meetings, and shall appoint all standing committees.

Section 2. The Vice President shall act in the capacity of the President in the latter's absence.

Section 3. The Secretary shall keep accurate minutes of all meetings of the class and act as class correspondent.

Section 4. The Treasurer shall collect all revenues and, with the approval of the Faculty Adviser, shall pay such bills as the class may direct insofar as consistent with the provisions of the approved budget. He shall keep an exact account of all receipts and expenditures and, at the end of each semester, shall file in duplicate at the Business Office of the College a complete financial statement, accompanied by balanced books, bank books, and all receipts necessary for a complete audit.

ARTICLE II

Special Committees

The President shall appoint the Nominating Committee; the committees on Decorations, Programs, Refreshments, Orchestra, Publicity, and Clean-up for the annual dance; and all other standing committees.

ARTICLE III

Parliamentary Authority

"Roberts' Rules of Order" shall be the parliamentary authority of this organization.

ARTICLE IV

Order of Business

The order of business shall be:

- a. Call to order.
- b. Reading of the Minutes.

- c. Report of the Treasurer.
 - d. Report of the Committees.
 - e. Unfinished Business.
 - f. New Business.
 - g. Program.
 - h. Adjournment.
-

The constitutions of the Junior Class, the Sophomore Class, and the Freshman Class are identical with the constitution of the Senior Class, with the following exceptions:

A member of the Junior Class must have earned more than 58 semester hours of credit, but fewer than 90 semester hours.

A member of the Sophomore Class must have earned more than 26 semester hours of credit, but fewer than 53 semester hours.

A member of the Freshman Class must have earned fewer than 26 semester hours of credit.

REGULATIONS FOR WOMEN

Whenever a number of persons live together there must exist some form of social control or government. Accordingly, the Women's Student Council has adopted these regulations to promote the best possible life for women students. These regulations are subject to change as College opinion develops; but until such changes have been formally made, each student is required in the spirit of honor to keep them.

Absences from Campus

Before leaving the campus for an absence of more than two hours, a student is required to register her name, destination, time of departure, and expected time of return on the blank provided in her corridor; and, on returning, the time of her return.

Permission for absences are granted as follows:

1. In the town of Mansfield:

a. During the day:

All students may leave the campus to visit approved homes and restaurants and to attend church services and programs at the Twain Theatre.

b. For the evening:

On Fridays, Saturdays, and Sundays, all students may leave the campus for the aforementioned reasons, their return being made by 10 p. m. on Sunday and 11 p.

m. on the other two nights. A few late permissions are granted to upperclassmen.

On Mondays, Tuesdays, Wednesdays, and Thursdays, Sophomores, Juniors, and Seniors may leave the campus as indicated before, their return being made by 10 p. m. Freshmen with satisfactory academic standing may have this privilege at the end of the first nine weeks of the first semester. A few late permissions are granted to upperclassmen.

c. For the night:

A student is required to secure the permission of her parents and the Dean of Women.

2. From the town of Mansfield:

Before leaving, except in case of short hikes, a student is required to secure the permission of her parents and the Dean of Women. For trips to her home over week-ends, a general permission is granted.

3. On the campus, but from one's own room for the night:

A student may spend the night in a room other than her own on Fridays and Saturdays, provided that she registers this intention with the Council member on her hall.

Late return to the dormitory:

1. If a student plans to return to the dormitory after it is closed for the night, she should notify the Dean of Women of her plan before her departure. If this is not possible, she should telephone or telegraph the Dean of Women. No woman student is permitted to walk alone from the bus terminal to the dormitory after 10 p. m. Arrangements will be made for a woman student who arrives on a late bus to be escorted from the bus terminal to the dormitory.
2. If a student leaves for home after the dormitory is closed, the Dean of Women shall notify the parents of the student of the time of her arrival at the bus terminal at her home.

An absence permission blank is sent to the parents of each student in September. Parents are requested to record their desires in this matter on this blank and mail it directly to the Office of the Dean of Women, where it is placed on file.

Automobiling

Because of the danger of accidents, permission of parents must be granted before students may ride in automobiles. To ride outside the town of Mansfield requires the permission both of the parents and of the Dean of Women. Special

permission from the Dean must be secured for each trip. An automobiling-privilege blank is sent to the parents of each student in September. Parents are requested to record their desires in this matter on this blank and to mail it directly to the Office of the Dean of Women, where it is placed on file.

A woman student while under College regulations may not have an automobile in Mansfield without special permission of the Dean of Women. Permission is granted only in cases of necessity.

Off-Campus Dances

Students may attend approved dances in the town of Mansfield with the permission of the Dean of Women. Late permission will be given to students who attend.

Electrical Equipment

Radios and electric sewing machines may be installed in women's rooms with the permission of the Assistant Dean of Women, provided that the installation is approved by the Superintendent of Grounds and Buildings.

Approved study lamps are provided for each room.

Electric curlers may be used only in Room 435, North Hall.

Electric irons are provided for use in the laundry room.

Other electrical equipment may not be used in students' rooms.

Fire Regulations, North Hall

On discovering a fire in a College building, ring the nearest fire alarm. On hearing a fire-alarm signal, repeated short rings, prepare immediately to leave the building.

Procedure in case of fire:

Turn on lights, if fire is at night.

Put on shoes and coat.

Secure bath towel.

Close windows.

Raise shades.

Move quickly and silently in double file to nearest exit.

North Hall exits:

Second-floor arcade.

Second- and third-floor bridges.

Fire tower.

Center stairway to first-floor exit.

Back stairways to second-floor exits.

Fire escapes (east and south ends of North Hall).

Use of exits:

Students on south end of fourth and fifth floors leave building by fire escape at south end.

Students on south end of third floor leave building by way of third-floor bridge.

Students on north end of third, fourth, and fifth floors leave building by fire tower.

Students on north end of second floor leave by second-floor bridge at northeast corner.

Students in center wings of third, fourth, and fifth floors leave building by fire escape at east end of building.

If any exit is blocked by fire, use the nearest safe exit.

Guests

For the night:

Students may entertain overnight guests in the dormitory whenever arrangements have been made in the Office of the Assistant Dean of Women before their arrival. It is understood that guests are under the regulations of the College, and that the responsibility for acquainting guests with these regulations rests with the hostess.

For meals:

Meal tickets may be purchased at the Office of the Assistant Dean of Women at the following rates:

Breakfast—30 cents.

Luncheon and Supper—40 cents.

Dinner—50 cents.

On Sunday afternoons:

A woman student who wishes to entertain her father in her room may do so on Sunday afternoon from 2 p. m. to 5, provided she has obtained permission from the Dean of Women.

Hiking

By signing in the registration book on their corridor, women in groups of three or more may hike outside the borough limits during the day.

Horseback-Riding

Because of the danger of accidents, permission of parents must be secured before students may go horseback-riding. Letters granting this permission are sent by the parents directly to the Office of the Dean of Women.

Hours

In the interest of student health, of comfortable community living, and of satisfactory academic work, reasonable quiet is expected of students at all times. Certain hours, however, are designated as study hours and night-quiet hours. During study hours there should be no visiting in dormitory rooms for social purposes.

Study hours:

7:30 p. m.—10:00 Monday to Thursday inclusive

Night-quiet hours:

11:00 p. m.—7:00 a. m. Sunday to Thursday inclusive

11:30 p. m. Friday—7:00 a. m. Saturday

11:30 p. m. Saturday—8:00 a. m. Sunday

Radio hours:

Radios may be played at any time except during the night-quiet hours, provided they are tuned so that they cannot be heard outside the room.

Freshman hours:

A freshman woman student shall be in her own room or in the library from

7:30 p. m. to 10:00 Monday through Thursday during the first nine weeks of the first semester

Laundry

The Mansfield Laundry does its work under approved hygienic conditions. Each student is allowed twelve pieces of plain laundry each week.

Bags for outgoing laundry should be placed near the freight elevator on second floor not later than 8:00 a. m. on Monday. Students may receive incoming laundry immediately after lunch on Friday and immediately after breakfast on Saturday.

A modern laundry room, adequately-equipped, is provided for women. Laundering is permitted in no other place in the building.

The laundry room is open daily except Saturday and Sunday from 9:00 a. m. to 5:30 p. m. and on Saturday from 9:00 a. m. to 5:00 p. m.

Lights

Students are urged to arrange their schedules so that they have eight hours of rest a night. Students are encouraged to extinguish their lights by 11 p. m. Sunday to Thursday inclusive and by 11:30 p. m. Friday and Saturday.

Care of Rooms

Because of the importance of pleasant and orderly surroundings and the value to the student in maintaining them,

rooms are inspected and graded weekly. Room-ratings are incorporated in the personnel record of each student.

For sanitary and aesthetic reasons the following regulations should be observed:

1. Make beds immediately after breakfast.
2. Sweep rugs on third-floor bridge, on bridge near Post Office, or on south fire escape.
3. Hang all wall decorations from molding.

Trunks may be kept in the student's room or in the store room.

Sewing Room

A sewing machine is provided in Room 233, North Hall. Each student is responsible for leaving the room in good condition.

North Hall Social Regulations

The Reception Room is the place provided by the College for women to entertain their friends. This is open to men and women at all times when North Hall is open. North Hall closes at 10:00 p. m., except on Friday and Saturday, when it remains open until 11:00.

Second-floor Well may be used as a reception room whenever such use would not limit the freedom of women living

on second floor nor interfere in any way with the official work being done on that floor. These times have been defined as follows:

1. In the afternoon, until 1:00 every day except Saturday and Sunday, and on those days until 5:00.
2. In the evening until 7:30.

First-floor Well may be used as a reception room when the space provided by the aforementioned places is inadequate and when meetings are not being held in the YWCA Rooms. These times have been defined as follows:

1. In the afternoon, until 1:00 on all days except Sunday, and on that day until 2:00.
2. In the evening, until 7:30 except on Tuesday.

The Y.W.C.A. Rooms may be used by women students for parties in the evenings until 10:45, provided a meeting of an organization is not scheduled. Requests for the use of this room are to be filed at the Office of the Dean of Women.

REGULATIONS FOR MEN

Firearms

Any firearm in the possession of a man student must be registered at the Office of the Dean of Men as to type and calibre. There shall be no firing of guns of any type on the campus, this constituting not only a violation of a College regulation, but also a violation of a borough ordinance.

Fire Regulations, South Hall

On discovering a fire in a College building, ring the nearest fire alarm. On hearing a fire alarm signal, repeated short rings, prepare immediately to leave the building.

Use of exits:

Men on south end of building use fire escape at that end of building.

Men on north end of building use fire escape at that end of building.

Men in alcove on third floor use fire escape at south end.

Men in alcove on fourth floor use fire escape at north end.

Guests

Students may entertain overnight guests in the dormitory whenever arrangements have been made with the Dean of Men before their arrival.

Hours

The entrance to South Hall shall be locked at midnight. Students entering after the doors are locked are required

to "sign in." Any student coming in after this time shall report to the Dean of Men or the Student Council the following morning.

Fraternity and Club Initiations

No physical punishment shall be administered at any time.

The public initiation program shall be submitted in writing for approval to the sponsor, the Dean of Men, and the Dean of Women at least one week before the initiation begins.

The initiation program shall include no activities on the campus during class hours and no activities which disturb the public in general.

A limited number of off-campus activities will be permitted during class hours, provided that there is no interference with the class attendance of the candidate.

The initiation program shall be conducted in such a manner that class-room work may proceed as usual. Any mode of dress or any actions which attract undue attention are undesirable.

Playing of Musical Instruments

Musical instruments shall not be played in the rooms of students during class periods. Students may practice in their rooms during the noon hour and from 4:00 p. m. to 10:00 daily and from 12:00 m. to 10:00 p. m. on Saturday. The practice rooms on fifth floor may be used until 10:00 p. m. each day.

Radios

Men may have radios in their rooms by securing permission from the Office of the Dean of Men. These should be tuned so that they cannot be heard outside the room.

Care of Rooms

Tacks and nails shall not be driven into the plaster of the rooms. There is a molding provided for hanging pictures and pennants.

Smoking

There shall be no smoking in South Hall at any time. Men may smoke in the smoking room in the "Y" Hut, or at the south entrance of the Gymnasium.

REGULATIONS FOR ALL STUDENTS

Quality-Point System of Grades

Each semester hour of credit for work of A grade entitles a student to three quality-points; for work of B grade, two quality-points; for work of C grade, one quality-point; for work below C grade, no quality-points. This system is outlined in the following table:

Grade	Interpretation	Qual. Pts. per Hr.
A	Superior	3
B	Good	2
C	Average	1
D	Passing	0
E	Conditional Failure	-1
F	Complete Failure	-1

Courses marked I (incomplete) are not counted in figuring points.

In order to be given a student-teaching appointment, a student must have a total of quality-points which at least equals his total hours of credit; while to teach a subject in a given field, he must have a total of quality-points which at least equals his total hours of credit in that field. To be graduated, a student must have earned a total of 123 quality-points.

It should be noted that grades of D will give passing credit, but will lower the quality-point average, and may seriously affect chances of student-teaching and of graduation.

Absences from Classes

All absences from individual and group instruction, laboratory appointments, and rehearsals are reported to the Office of the Dean of Instruction.

To clear such absences, a student must present himself at the Office of the Dean and secure an official Return Permission. This form is granted on presentation of a note from the College physician or nurse, or of some other satisfactory explanation. If the activity from which the student has been absent is conducted more than once a week, the Return Permission should be presented at or before the second meeting following the absence. If the activity is conducted only once a week, the form must be presented at the first meeting.

There is no system of "cuts" at Mansfield. To receive credit for a course, a student must complete all academic requirements. If, in the judgement of the Dean of Instruction, absence is unjustified, the student may be denied the privilege of completing a course, or even may be asked to withdraw from College.

Where students are absent from more than one-ninth of the scheduled meetings in any course, the instructor shall consult the Dean of Instruction before assigning any grade other than I (incomplete). In general, such students rarely would be graded above a C. Students absent from more than one-fifth of the scheduled meetings in any course, similarly, rarely would be grad-

ed above a D. Unexcused absences are regarded as evidence of neglect and indifference and so considered in estimating grades.

Infirmary Regulations

Office Hours

Of College Physician:

8:30 a. m.-10:00 Daily except Sunday

7:00 p. m.- 8:00 Daily except Saturday and Sunday

Of Resident Nurse:

8:30 a. m.-11:00 Week days

2:00 p. m.-4:00

7:00 p. m.-8:00

Between the hours of 8:00 p. m. and 8 30 a. m. the Infirmary is closed. Any emergencies occurring during that time must be reported to the Dean of Men or the Dean of Women, who will get in touch with the nurse.

Illness in Rooms

The illness of any student in his room must be reported immediately to the Dean of Men or the Dean of Women, who in turn will notify the nurse. The student will be visited by the nurse or the physician, who will prescribe treatment and remove the student to the Infirmary if necessary.

Requests for Trays

Requests for trays for students ill in their rooms must be made to the Dean of Men or the Dean of Women before the following hours:

For breakfast	7:30 a. m
For luncheon	11:00 a. m.
For dinner	5:30 p. m.

Library Regulations

Hours

8:00 a. m.-12:00 m. Monday to Thursday
inclusive

1:00 p. m.- 5:00

7:30 p. m.-10:00

8:00 a. m.-12:00 m. Friday

1:00 p. m.- 5:00

9:00 a. m.-12:00 m. Saturday

The Library is closed during assembly periods.

Circulation Rules

General reference books, such as dictionaries, encyclopedias, anthologies, yearbooks, and atlases; books designated by faculty members as reserve material for the use of their students; and current periodicals may be taken from the Library as follows:

5:00 p. m. to 7:00 Monday to Thursday
inclusive

10:00 p. m. to 8:00 o. m.

12 p. Saturday to 8:00 a. m. Monday

5:00 p. m. Friday to 9 a. m. Saturday

Periodicals which are not current may be borrowed for one day.

Books not included in the aforementioned groups may be taken from the Library for two weeks with the privilege of one renewal. However, books may be recalled at any time for class or reserve use.

All library materials which a student may wish to borrow must be charged to him at the desk in the Main Room or in the Reference Room and be returned to the desk from which they were taken.

Fines

A fine of five cents an hour is imposed on any reserve or reference material which is held overdue. Overdue books not included in the restricted circulation group are subject to a fine of two cents a day.

Books and periodicals lost or seriously damaged by students must be paid for before the close of the College year.

STUDENT LIFE

THE SOCIAL PROGRAM

The social program at Mansfield is planned to give to each student opportunities for participation in activities which will give expression to his interests and abilities and which will afford socially-constructive experiences for him. This program includes the work of many student organizations; social activities of a formal, semi-formal, and informal nature; athletic activities; publications; assembly programs; artists courses; sound-motion pictures; and college-community vesper services.

STUDENT ORGANIZATIONS

Student Councils

The Men's and Women's Councils are elected by the student body to administer the program of the students' co-operative government associations. Through their constant alertness to the motivations, reactions, and opinions of those about them, they are able to legislate for the present good and future improvement of the entire College.

Honor Fraternities

Kappa Delta Pi is a national Education honor society which attempts to set up worthy scholastic and professional ideals and to recognize outstanding service in the field of teaching. Juniors and se-

niors having six semester hours of Education and ranking in the upper quartile of their class are eligible for membership.

Lambda Mu is a local Music sorority whose membership, elected from the music students of the junior, senior and second-semester sophomore classes, is based on musical attainment, general scholarship, and integrity of character. The organization stresses individual and group musical performance through programs at its monthly meetings, an annual public musicale, and the sponsoring of professional musical events.

Phi Mu Alpha Sinfonia is a national Music fraternity for men of superior musical ability and scholastic, professional, and social standing. The organization is dedicated to the interests of "the manly musician and the musicianly man" and endeavors to draw such persons into its fellowship.

Phi Sigma Pi is a national Education fraternity for men in teacher-preparation institutions. Its ideals are character, knowledge, and fellowship. Its personnel is limited to men of superior scholastic, professional, and social standing, who have spent at least one year at the College.

Pi Gamma Epsilon is a local Homemaking sorority organized in the spring of 1940. It serves as a stimulus for professional, cultural, and inspirational participation in activities on the campus. The society has been organized in line with

the requirements of the national home-making sororities, with the anticipation of applying for recognition in the near future. A special research project is carried on by the society each year.

Pi Gamma Mu is a national Social Studies honor society for juniors and seniors of high academic rating. The organization seeks to inculcate demonstrable social ideals and a scholarly interest in the field with which it is concerned.

Sigma Zeta is a national Science honor society, restricted to upperclassmen. It seeks to recognize ability and accomplishment in the various branches of Science. Meetings, field trips, and special projects make active membership in the organization pleasurable and worthwhile.

Musical Organizations

The Symphony Orchestra furnishes an opportunity for the student to enlarge his scope, appreciation, and understanding of musical literature written for that medium. For the College community as a whole it offers a distinct cultural enrichment.

The Symphonic Band acquaints the student with band literature, practical experience in rehearsal procedure, and standards for attainment in the field of instrumental music. It acquaints the student also with concert and broadcasting procedures and serves as a training laboratory for conducting out-of-town engagements and tours.

The Mixed Chorus has for its purpose the interpretative study of a variety of fine choral music and a practical demonstration of methods and procedures for the attainment of superior choral singing. General college membership is encouraged, and public appearances are regularly scheduled.

The Vested Choir exists for the purpose of studying choral music which supplements the material used in other College organizations. Membership is open to anyone in the College who can meet the requirements and is determined by individual auditions.

The Madrigal Singers are a group of eight students who study madrigals and carols, folk songs, and modern works arranged and composed in madrigal style. The group performs at College assemblies and social functions and accepts a limited number of engagements with schools and clubs in the community and in the vicinity.

Religious Organizations

The Y. M. C. A., to which all men are made welcome, seeks to develop the individual spiritually, morally, and socially. Inspiring programs of music and pertinent discussions are conducted weekly in the "Y" hut.

The Y. W. C. A. welcomes all women students and operates for their welfare. The weekly meetings are planned to en-

courage timely thinking. Guest speakers of distinction frequently address both "Y" groups.

The Gospel Team is a group of men who are ready to aid in Christian work at all times. The organization is active not only on the campus, but also in the local churches and in those of neighboring communities.

SPECIAL-INTEREST ORGANIZATIONS

The Art Club is an honor society for persons who attain an "A" grade in one semester of Art. It promotes an appreciation of the fine arts through the examination and creation of artistic things. Of particular interest and value are work meetings, which influence the development of individual talent.

The Camera Club is a recently organized, definitely worthwhile, and already popular organization. Membership is open to those whose interest in photography is genuine and who submit visual proof of some technical skill, as well as an original paper on a particular phase of this art.

The Dramatic Club is the principal histrionic organization at Mansfield. Each year it performs publicly a three-act play and several groups of one-act plays. Admission to membership is by application and tryout.

The Emersonian Literary Society is concerned with molding, developing,

and harmonizing its members intellectually, both as personalities and as social beings. Its membership, which is co-educational, is determined according to application from upperclassmen.

The Forum is a discussion group, organized for the purpose of gaining a better understanding of domestic and foreign affairs. Any student is eligible for membership who keeps sufficiently well-read to be able to take part in the informal monthly meetings.

The French Club affords opportunities for students to hear and use the French language and to develop a knowledge of Gallic literature, art, music, and customs. Two years of high school French or their equivalent are required for membership.

The Latin Club aims to promote interest and efficiency in the teaching of Latin. Various programs and other club activities stress the influence of past civilizations on the political, social, and religious world of today.

The "M" Club is made up of men who have earned a varsity letter in one or more of the major sports. Its purposes are to encourage wholesome living and good sportsmanship and to stimulate interest in athletics.

The Music Educators' Club is composed of all students in the Music Education Department. The organization meets monthly and serves as a forum where topics of common interest are presented and discussed.

Omicron Gamma Pi is a local Homemaking sorority affiliated with the Pennsylvania Home Economics Association and the American Home Economics Association. It furnishes useful experience in organizing and conducting a homemaking club and keeps in close touch with national activities in its field. All students in the Homemaking Education Department become members of the club automatically on enrollment. A publicity project is planned, organized, and executed by the club each year.

The Rurban Club gives students an opportunity to participate in activities which stimulate an interest in rural school and community life. It helps prospective teachers in the formulation of programs both in school and out, and engenders an enthusiasm for rural school teaching.

The Women's Athletic Association seeks to promote good health, a greater interest in recreational activity, and an appreciation of the values which lie in games and sports.

Athletic Activities

Intercollegiate Athletics at Mansfield are maintained on the bases of non-professionalism and good sportsmanship. All are conducted in accordance with the strict rules and regulations of the Pennsylvania Conference of State Teachers Colleges. Included are football, basketball, wrestling, baseball, and tennis. Schedules are so arranged that the stu-

dent body has adequate opportunity to see the varsities in action. Every man is free to try out for a team and is entitled to receive instruction in the fundamentals of the game.

Intramural Athletics for both men and women afford every student the opportunity to engage in a selected sport. Among the most popular are basketball, baseball, swimming, bowling, tennis, badminton, and hockey.

PUBLICATIONS

The Carontawan is the yearbook of the College, dedicated to the reflection and perpetuation of student life. Twenty-three editions of the Carontawan have been published to date, several of which have been rated superior by the National Scholastic Press Association.

The Flashlight is the College newspaper, published regularly by a board selected from all classes and departments. The Flashlight touches student life at more points perhaps than does any other campus publication.

The Cadence, published by students in the Music Education Department, has been widely recognized and acclaimed. Featured in the Cadence are articles of lasting interest by authorities in the field of public school music. This magazine is used as a part of the Music Education placement service.

The Handbook is a compilation of information about the College and its life, published annually by the men's and women's student councils and dedicated primarily to the freshmen.

ASSEMBLY PROGRAMS

Assemblies for the entire student body, the faculty, and others are held regularly for the purposes of stimulation and relaxation. The programs are in charge of a student-faculty committee and are inspired and developed by the students themselves. These constitute demonstrations to prospective teachers of instructional and entertaining programs involving groups of different age-levels, of diverse interests, and of various abilities.

ARTISTS COURSES

Two excellent artists courses are conducted by the College—the Assembly course, designed to vary the student-participating activities of the assembly period, and the Auditorium course, intended to provide aesthetic and cultural experiences on a high level. At all times the College attempts to secure the finest lecturers, musicians, dancers, and actors obtainable. Admission to these programs is covered by the Student Activities Fee.

SOUND-MOTION PICTURES

Not only are the finest sound-motion pictures in the fields of entertainment and education presented on the College screen as part of the Auditorium pro-

gram, but also newsreels and travelogues are scheduled regularly as an adjunct to the Assembly program. They are proving immensely valuable in enrichment of the social and academic life. Admission to these programs is covered by the Student Activities Fee.

COLLEGE-COMMUNITY VESPER SERVICES

Vesper services arranged by the College in cooperation with the local churches are conducted on the second Sunday evening of every months. The programs are made up of addresses by well-known clergymen and laymen, representative of all faiths; non-sectarian devotional exercises; and special music.

POINT SYSTEM

The point system at Mansfield State Teachers College aims to distribute responsibilities and honors in extra-curricular activities among the maximum number of students, to assist students in balancing their curricular and extra-curricular activities, to develop competent leadership in the student body, and to promote efficiency in each activity.

For the accomplishment of these purposes, each recognized extra-curricular-activity office has been assigned a certain value in points, ranging from one to ten, the number being determined by the amount of work entailed by that activity.

For women, the point system is in charge of the Secretary of Public Service of the Women's Council. For men, the system is in charge of one member of the Men's Council.

It shall be the duty of the chairman of the Point System to enforce the point system and to record all activities of students in card catalogues containing a card for each student and kept in the office of the respective dean.

The secretaries of all student groups must submit lists of all members and all officers within one week after organization in the fall and within two days after admissions or elections whenever these occur during the year.

DISTRIBUTION OF POINTS

Women's Council

President	10
Vice President	7
Secretary	6
Treasurer	6
Council Members	6

Men's Council

President	10
Vice President	6
Secretary	5
Treasurer	5
Council Members	5

Classes

	Fresh.	Soph.	Jun.	Sen.
President -----	4	4	4	6
Vice President -----	2	2	2	2
Secretary -----	2	2	2	2
Treasurer -----	2	2	2	2

YWCA

President -----	8
Vice President -----	6
Secretary -----	4
Treasurer -----	4
Cabinet Members -----	3

YMCA

President -----	8
Vice President -----	4
Secretary -----	4
Treasurer -----	4
Cabinet Members -----	3

Carontawan Board

Editor-in-Chief -----	10
Business Manager -----	6
Assistant Business Manager -----	4
Art Editor -----	8
Photograph Editor -----	8
Athletics Editor -----	6
Assistant Athletics Editor -----	2
Homemaking Editor -----	4
Music Editor -----	4
Schools Editor -----	4
Organization Editor -----	4
Assistant Organization Editor -----	2
Junior Class Editor -----	4
Sophomore Class Editor -----	3

Flashlight

Editor	10
Business Manager	8
Associate Editor	6
Board Members	3

Other Organizations

President	5
Vice President	3
Secretary	3
Treasurer	3

Rules Governing Office-holding

Scholastic requirements for any elective office carrying points are:

For Seniors, Juniors, and Sophomores:

1. An average of C, or numerically an average of 1.0.

For Freshmen:

First Semester:

1. A ranking in the upper half of the high school graduating class.

Second Semester:

1. An average of C, or numerically an average of 1.0.

Order for approval of candidates for nominations for all positions in extra-class activities carrying points:

1. The Adviser to the Organization.
2. The Dean of Instruction.
3. The Point-system Chairman.
4. The Dean of Women
5. The Dean of Men.
6. The President of the College.

WHO'S WHO IN CAMPUS ORGANIZATIONS

Art Club

President ----- Virginia Clare
Vice President ----- Beatrice Coon
Secretary ----- Basil Harris
Treasurer ----- Betty Campbell
Faculty Adviser ----- Miss Murphey

Camera Club

President ----- Eleanor Jankiewicz
Vice President ----- Catherine English
Secretary ----- Drusilla Kennedy
Treasurer ----- Lucille Jones
Faculty Adviser ----- Mr. Caswell

Carontawan Board

Editor ----- Elmer Stevens
Business Manager ----- Robert Hendricks
Assistant Business Manager ----- Ross Bryan
Art Editor ----- Ruth Hughes
Photograph Editor ----- Roger Bailey
Athletics Editor ----- Leo McDonald
Assistant Athletics Editor ----- Jack Stewart
Homemaking Editor ----- Margery Canedy
Music Editor ----- Florence Satterley
Schools Editor ----- Robert Dykins
Organization Editor ----- Barbara Armstrong
Assistant Organization Editor -----
----- Arthur Seymour
Junior Class Editor ----- Bruce Mack
Sophomore Class Editor ----- Basil Harris
Faculty Advisers ----- Mr. Cass, Dr. Swan,
Mr. Smith, Miss Murphey, Heads of
Departments.

Class of 1941

President ----- Jess Jones
Vice President ----- John Frenchko
Secretary ----- Ruth Miller
Treasurer ----- Leo McDonald
Faculty Adviser ----- Dr. Webster

Class of 1942

President ----- Robert Hendricks
Vice President ----- Gordon Johnson
Secretary ----- Ruth Steigerwalt
Treasurer ----- Margaret Garber
Faculty Adviser ----- Mr. Morgan

Class of 1943

President ----- Arthur Seymour
Vice President ----- Morris Jacobson
Secretary ----- Helen Spencer
Treasurer ----- Daniel Thomas
Faculty Adviser ----- To be selected

Dramatic Club

President ----- Basil Harris
Vice President ----- William Lane
Secretary ----- Mary Brecher
Treasurer ----- Louise Trostel
Faculty Adviser ----- Mr. Chatterton

Emersonian Literary Society

President ----- Numa Snyder
Vice President ----- Alice Fisher
Secretary ----- Mary Burke
Treasurer ----- Blanche Caswell
Faculty Adviser ----- Mr. Cure

Flashlight Board

Editor-in-Chief ----- Margaret Thomas
Business Manager ----- Kenneth Swift
Faculty Adviser ----- Mr. Darrin

French Club

President ----- Blanche Caswell
Vice President ----- Mery Dardenne
Secretary ----- Marguerite Abell
Treasurer ----- Mary Brecher
Faculty Adviser ----- Mr. Manser

Kappa Delta Pi

President ----- Ruth Miller
Vice President ----- Jean M. Bower
Recording Secretary ----- Ethel Dimmick
Corresponding Secretary ----- Virginia Clare
Treasurer ----- Olive Griffin
Faculty Adviser ----- Dr. Doughton

Lambda Mu

President ----- Florence Satterley
Vice President ----- Eleanor Harvey
Corresponding Secretary -----
----- Florence Brister
Recording Secretary ----- Rita McCue
Treasurer ----- Lois Port
Faculty Adviser ----- Miss Brooks

Latin Club

President ----- Margaret Nicholas
Vice President ----- Esther Martin
Secretary ----- Eleanor Jankiewicz
Treasurer ----- Jean Moore
Faculty Adviser ----- Miss Alice Doane

"M" Club

President ----- John Kisilewski
Vice President ----- Thomas McGraw
Secretary ----- Jack Doane
Treasurer ----- Leo McDonald
Faculty Adviser ----- Mr. Martin

Men's Council

President ----- John Mahon
Vice President ----- John Butsavage
Secretary ----- Dean Morgan
Treasurer ----- Roger Keagle
Point-system Chairman ----- Jack Doane
Athletic Chairman ----- Harry Cooley
Social Chairman ----- William Stavisky
Dormitory Chairman ----- John Pyle
Delegate-at-large ----- Jack Stewart
Faculty Adviser ----- Dr. Steele

Men's Day Student Club

President ----- Charles Carpenter
Vice President ----- LeRoy Kilbourne
Secretary-Treasurer ----- Howard VanHorn
Faculty Adviser ----- Mr. Lloyd

Music Educators' Club

President ----- John Coleman
Vice President ----- Numa Snyder
Secretary ----- Florence Brister
Treasurer ----- Harry Cooley
Faculty Adviser -----
----- Member of Music Faculty

Omicron Gamma Pi

President ----- Olive Griffin
Vice President ----- Martha Danneker
Secretary ----- Carol Brotzman
Treasurer ----- Dorothy Post
Faculty Adviser ----- Miss Ericksen

Phi Sigma Pi

President ----- Robert Cawley
Vice President ----- Leo McDonald
Secretary ----- LeRoy Kilbourne
Treasurer ----- Carl Payne
Faculty Adviser ----- Dr. Feig

Phi Mu Alpha Sinfonia

President.....Charles Jacobson
Vice PresidentRoger Keagle
SecretaryNuma Snyder
TreasurerNelson Sickler
HistorianDean Morgan
WardenWilton Doane
Faculty AdviserMr. Greeley

Pi Gamma Epsilon

PresidentCarolyn Roberts
Vice PresidentEsther Hess
SecretaryRuth Moore
TreasurerDorothy Post
Faculty AdviserMrs. Morales

Pi Gamma Mu

PresidentRobert Dykins
Vice PresidentMarion Brown
Secretary-Treasurer.....Betty Westbrook
Faculty AdviserDr. Feig

Rurban Club

PresidentWilliam Stavisky
Vice PresidentLeRoy Kilbourne
SecretaryRachel Mudge
TreasurerMargaret Marshall
Faculty AdviserDr. Stout

Sigma Zeta

Master ScientistJack Yeager
Vice Master Scientist.....Ruth Miller
RecorderEdna Miller
TreasurerBarbara Armstrong
Faculty AdviserMr. Alger

Women's Athletic Association

President -----Martha Danneker
Vice President -----Lola Reynolds
Secretary -----Jane Elliott
Treasurer -----Patricia Devling
Faculty Adviser -----Miss Morris

Women's Council

President -----Genevieve Cawley
Vice President -----Dorothy Felix
Recorder -----Mery Dardenne
Treasurer -----Norma Gregory
Social Chairman -----Rita Strangfeld
Secretary of Public Service-----
-----Mabel Satterthwaite
Secretary of Industry---Margery Canedy
Chairman of Big Sisters-----Ruth Moore
Delegate-at-large -----Yolande Flowers
Delegate-at-large -----Anna Hansell
Delegate-at-large -----Carolyn Grant
Faculty Adviser -----Miss Wasley

Women's Day Student Club

President -----Helen Hill
Vice President -----Elaine Carson
Secretary -----Rachel Mudge
Treasurer -----Janice Nichols
Faculty Adviser -----Miss Allen

YMCA

President -----Clyde Winer
Vice President -----John Cheplick
Secretary -----Kenneth Swift
Treasurer -----Charles Stuart
Devotional Chairman -----Romayn Heyler
Music Director -----Harry Cooley
Flashlight Reporter -----Jack Stewart
Program Chairman -----Carl Payne
Secretary to Hi-Y-----Joseph McDermott
Faculty Advisers...Dr. Gwinn, Dr. Steele

YWCA

President	Roberta Naylor
Vice President	Esther Hess
Secretary	Erma Koch
Treasurer	Gladys Botterbusch
Assistant Treasurer	Betty Meeker
Music Chairman	Mary Taylor
Social Chairman	Carol Roberts
Finance Chairman	Luella Heasley
Membership Chairman	Mary Griffiths
Property Chairman	Ruth Hardy
Flashlight Reporter	Beatrice Coon
Publicity Chairman	Lucille Jones
World Fellowship Chairman	Catherine English
Undergraduate Representative	Valeida Strassner
Downtown Representatives	Freda Beach, Marion Jimerson
Faculty Adviser	Miss Jessie Grigsby

MISCELLANEOUS SERVICES

Financial Assistance

Students may obtain information in regard to financial assistance from the Dean of Women or the Dean of Men.

Dining Hall Service

Hours for serving meals:

Breakfast	7:00 a. m.-8:50	Monday to Saturday in- clusive
	8:00 a. m.-9:00	Sunday
Luncheon	12:10 p. m.	Monday to Saturday in- clusive
Dinner	6:00 p. m.	Monday to Saturday in- clusive
	1:00 p. m.	Sunday
Supper	5:30 p. m.-6:30	Sunday

The Vice Presidents of the two Councils with the Assistant Dean of Women constitute a Dining Hall Committee for the assignment of dining hall places. New assignments are made every six weeks. Students may choose their own places over the week-ends.

Mail Service

Incoming mail for students is received twice daily, Monday through Saturday, and is promptly distributed to the student mail boxes located in each dormitory. The mail arrives about 9:00 a. m. and 1:00 p. m.

Telephone Service

Incoming telephone calls for students are received at the Office of the Dean of Women from 8:30 a. m. to 10:00 p. m. After 10:00 p. m., calls of an emergency nature are received by the Night Watchman and are relayed to the respective dean.

Telephone booths are provided in both dormitories, which may be used by students for outgoing calls.

Passenger Elevator

The passenger elevator is located in North Hall and is operated on the following schedule:

Week Days	7:00 a. m. to 12:00 m. 12:30 p. m. to 6:00 6:30 p. m. to 7:30
Sundays	7:00 a. m. to 10:30 12:00 m. to 1:00 p. m. 1:30 p. m. to 2:00 5:00 p. m. to 5:30 6:00 p. m. to 7:30

Lost-and-found Department

A Lost-and-found Department is maintained in the Office of the Assistant Dean of Women.

The Campus Book and Supply Store

A book and supply store is operated on the campus by the Mansfield Co-operative Government Association. This store sells all educational texts and supplies needed by students, and any profit accrues to the Association for the furtherance of student social life. Prices are kept as low as possible. The store

is open from 8:00 a. m. to 4:00 p. m. on week days except Saturday and on Saturday from 8:00 a. m. to 12 m.

Student Transportation Service

A fine motor bus capable of carrying twenty-five passengers is owned by the Mansfield Cooperative Government Association. It is used solely for the transportation of student organizations and groups on trips and tours of various sorts.

Care of Campus

Because considerable work and expense are involved in keeping the campus orderly and attractive, students may assist the College by keeping the grounds free of paper and other refuse, and by not walking on the grass during wet weather or up and down the terraces at any time.

SUGGESTIONS

Learn the names of as many students as possible.

Speak to everybody.

Remember the home and the family you represent.

Make a regular schedule for your study periods.

Avoid unnecessarily late hours.

Stay on the campus most of the weekends.

Attend a Mansfield church.

Engage in athletics of some sort.

Engage in some "Y" work.

Keep a systematic budget of expenses.

Sit in the front of the auditorium.

Read the bulletin boards each day.

COLLEGE SONGS

Mansfield, Hail!

(Words and Music by Will George Butler.)

Old Mansfield, high upon the eastern
hill, Dear Mansfield, hail to thee!
Thy loyal sons and daughters with a will
Salute in melody.
We bring a laurel wreath of praise,
And pledge our love thro' all the
days;
Our Alma Mater, dear, all hail to thee!
Old Mansfield, hail to thee!

The world is better for the beacon light
Which thou has shed abroad,
Strong hearts are stronger for the testing
ing fight That leads men up to
God.
In all the varied walks of life, In peace-
ful paths and stress of strife,
We find thy sons and daughters true to
thee, Old Mansfield, hail to thee!

We never can forget the days we've
spent Within thy hallowed walls,
We'll learn sometime what all your les-
sons meant When larger duty calls,
For ev'ry law and rule of thine, Is made
to fit our life's design.
We'll consecrate our lives to Truth and
thee, Old Mansfield, hail to thee!

The vision that we caught beneath thy
spell Has opened up the way
To opportunity and serving well Upon
the King's highway.
We love the mem'ry of thy ways, Strong
lads and lassies fair as fays;
Our Alma Mater, dear, all hail to thee!
Old Mansfield, hail to thee!

Red and Black Victorious

Red and Black victorious,
Push on to the goal;
Fight to gain a victory,
Mighty cheers will roll.
Fight! Fight! Fight!
Forward, never faltering.
Ours the goal to gain,
And as we march on to the victory,
Cheer for Mansfield's fame.
Rah! Rah! Rah!

Mansfield Victory

(Words and Music by George Sallade
Howard.)

Mansfield, Mansfield, fight for her fame
Touchdown, Touchdown, make that your
aim
Let us fight on to reach the goal,
Let us retain our fame of ole.
And ever forward, forward, we're back-
ing you
M.S.T.C. loyal and true.
We'll spread your fame through all the
world
And always fight on to victory.



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